

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

February 12 - Next City Council Regular Meeting and Work Session

Looking Ahead

Monday, January 28: School Board, Parks & Recreation Board meetings

Friday, February 1: WPRD PB&J Club evening session

Tuesday, February 5: Planning Commission Work Session

Thursday, February 7: Board of Architectural Review, Old Town Advancement Commission meetings

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- **WATCH!** [publiCITY](#) news show Season 2 coming in February
- **LISTEN!** [Rouss Review](#) podcast: January 10 & 24



January 24 was National Compliment Day. City employees wrote their compliments for their colleagues, friends, family, and residents for this video! [Watch](#)

City Manager's Takeaways

Virginia First Cities and Virginia Municipal League held their annual Legislative Briefings in Richmond on Thursday. Attended with Mayor Smith, Vice Mayor Hill and Councilor Herbstritt and discussed the City's recently adopted 2019 Legislative Priorities with Senator Vogel, Delegate Collins and their respective staff.



Public Safety

Winchester Police

- Completed accreditation year-end report.
- Attended Standards and Best Practice Conference.
- Conducted Honor Guard, SWAT, and Terrorism trainings.
- Continued to plan for 2019 Youth Development Center Teen Nights.
- Attended Apple Blossom event meetings.
- Provided security during Women's March in Old Town Winchester.
- Conducted business licenses checks with city auditor and a homeless count with the United Way.
- Violent crimes:
 - Crimes against persons (felony) - 5
 - Crimes against persons (misdemeanor) - 7
- Property crimes:
 - Residential Burglaries - 0
 - Commercial Burglaries - 0
 - Other - 18

Winchester Fire and Rescue

- Continued preparing Burn Building drawing package for Virginia Department of Fire Programs and the permitting process.
- Met with City Engineering for RFP support on securing a general contractor for the burn building project.
- Conducted Field Training Officer policy review with Human Resources, Firefighter/EMT interviews, and a communication demo and equipment testing for sUAS (drone) program.
- Attended a planning meeting for the Harley Owners Group (HOG) Rally, and met with Finance on OpenGov.
- Trained 21 employees from Public Works in Adult First Aid/CPR/AED; set-up training drill to be held at the Regional Training Center on Saturday and held departmental training meeting.
- Reviewed new airway devices for EMS to make sure they meet current protocols and procedures.
- Continued to patrol and monitor the Active Living Center fire lane and parking concerns expressed by Parks and Recreation.
- Met with City Sheriff's Office reference their property/evidence room and procedures.
- Worked on set-up of Fire Marshal Property/Evidence room in the Creamery Building.

Police Activity	#
Calls for Service	787
Crash Reports	11
DUI/DWI	8
Alarms/False Alarms	28/28
Directed Patrols	55
Directed Patrols (OTW)	5
Extra Patrols	139
Extra Patrols (OTW)	0
Traffic Citations	69
Traffic Warnings	86
Special Events Permits Received/Approved	6/0 13 rec'd YTD

Fire Activity	#
Fire	6
Overpressure	0
EMS/Rescue	77
Hazardous Cond.	3
Service Call	11
Good Intent	5
False Alarms	7
Special Incident	0
Plan Review	1
Inspections	3
Reinspections	2

Emergency Management

- Completed upgrades on Transit radios; tested Winchester City Sheriff's radio for illegal carrier, radio to be realigned; programmed radio for undercover Police Department vehicle.
- Conducted preventive maintenance to the Jefferson Street generator.
- Monitored weather and distributed information as appropriate
- Presented Regional Mitigation Plan to City Council.
- Attended internal meeting relating to June's HOG Rally.
- Created and distributed Apple Blossom organizational meetings calendar.

Development Services

Economic Redevelopment

- Held Economic Development Steering Committee luncheon to discuss progress made in implementing the economic development strategic plan. Participants discussed ways to further engage residents in ongoing economic development efforts and community initiatives.
- Participated in kickoff meeting of regional talent attraction/retention project. GoVirginia grant details and processes and timelines, as well as implementation were discussed topics.
- Toured potential redevelopment sites with property owners and discussed options for future reuse.
- Conducted four (4) business retention/expansion visits/discussions with Winchester businesses.
- Met with regional workforce development partners to discuss educator tours of regional businesses to better familiarize themselves with career choices.

Winchester/Frederick County Tourism

- Hosted the HOG Rally coordinator, and attended numerous meetings involving the Rally, including:
 - Old Town Stakeholder / rally event information sessions put on by Old Town on Tuesday (x2)
 - Tourism Tuesday - Jo Ann was our special guest talking about the upcoming rally and answering questions
 - Attended HOG Rally City services coordination meeting on Thursday held by Lynn Miller to align communication between different City services departments in advance of the Rally.
- Hosted a call by a vetted D.C. area travel writer on Patsy Cline itineraries/ideas. She will visit this summer and is planning to run prominent articles next year.
- Attended the Economic Development Strategic Plan update luncheon on Wednesday.
- Met with John Jacobs of the Willa Cather Institute at SU on Thursday to discuss several items related to a potential self-guided driving tour itinerary development.
- Continued to lay out the design of the 2019 Visitor Guide.

Old Town Winchester (OTW)

- Held two stakeholder meetings with the organizer of the upcoming HOG Rally organized by the OTAC Tourism Task Force.
- Continued collecting promotions for Chocolate Escape. Began distribution of event posters. Continued with social media promotion of the event.
- Assisted Virginia Main Street with a Community Transformation Workshop presentation.
- Attended EDA Steering Committee Meeting on the Strategic Plan.
- Received 2019 Event Rack Cards and began distribution.
- Met with the organizer for the HOG Rally to assist with special event planning.
- Participated in an Opportunity Zone webinar.
- Assisted four organizers planning Special Events in OTW.
- Submitted Annual Report data.
- Continued editing 2019 OTW Shopping and Dining Guide.
- Preparing materials for annual Special Event Press Conference on Wednesday, February 6 at noon at 50/50 Taphouse.

Planning

- Staffed the January 22 Council meeting where the Dental Office parking buffer CUP was approved.
- Staffed the January 22 Council work session where the following items were presented to Council prior public hearings in February:
 - **ROW-18-500** A right-of-way vacation and conveyance for greenspace adjoining the National Gateway roundabout- Council forwarded the request for First Reading
 - **RZ-18-893** A 4.5-acre PUD overlay zoning to permit 45 condo units at Creekside at 3131 Valley Avenue- Council forwarded the request for First Reading
 - **CU-18-815** A request for waivers of development standards to allow a 130,000 sq. ft. addition to the existing Health Service District complex at 333 W Cork Street- Council tabled the request until the February 12 work session giving the applicant specific recommendations as to measures to reduce the potential impacts on the surrounding neighborhood.
- Participate in the Economic Strategic Plan Stakeholder meeting on January 23.
- Compiled materials for two FOIA requests pertaining to the CUP request for waivers at the old hospital.
- Recorded the second Winchester 101 History segment and a feature segment with Barry Lee focused on the request for waivers at the old hospital for the second installation of the City's Rouss Review Podcast series.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 159 building permit inspections and issued 57 building/trades permits (\$174,415 valuation)
 - 124 code enforcement inspections and initiated 34 new case
 - 12 new business reviews (6 Certificates of Business, 6 Certificates of Home Business)
- Issued certificate of occupancy to Petco at 2580 S. Pleasant Valley Road.
- Issued certificate of completion to J. Jill at 3113 Valley Avenue, Suite 106.
- Attended project development committee meeting for Housing Coalition of the Northern Shenandoah Valley.
- Met with members of Top of Virginia Building Association to discuss recent building code updates.
- Attended the City Economic Development Strategic Plan steering committee meeting.

Permit #	Type	Address	Description	Value
18 00000981	NGAS	1700 S LOUDOUN ST	REPLACE 2 FURNACES ADD W/H	\$500
18 00001847	NRRM	2350 S PLEASANT VALLEY RD	TENANT UPFIT	\$0
19 00000011	FEXT	2240 VALLEY AVE	NEW SUPPRESSION SYSTEM	\$2,320
19 00000026	BLDG	307 JEFFERSON ST	ASBESTOS ABATEMENT	\$2,500
18 00001556	RIFI	312 LINDEN DR	FINISH BASEMENT	\$0
18 00001557	RIFI	316 LINDEN DR	FINISH BASEMENT	\$0
18 00001558	RIFI	320 LINDEN DR	FINISH BASEMENT	\$0
18 00001559	RIFI	324 LINDEN DR	FINISH BASEMENT	\$0
18 00001560	RIFI	328 LINDEN DR	FINISH BASEMENT	\$0
19 00000106	DEMO	2130 S PLEASANT VALLEY RD	INTERIOR DEMO	\$3,000
19 00000170	NGAS	170 HAWTHORNE DR	REPLACE GAS WATER HEATER	\$0
19 00000172	PLBG	2612 STONEGATE DR	EXPANSION TANK	\$200
19 00000173	PLBG	916 S KENT ST	EXPANSION TANK	\$160
19 00000179	PLBG	215 BAKER ST	EXPANSION TANK	\$367
19 00000180	PLBG	217 BAKER ST	EXPANSION TANK	\$367
19 00000181	PLBG	215 BELLVIEW AVE	EXPANSION TANK	\$367
19 00000182	PLBG	2825 BALDWIN ST	EXPANSION TANK	\$367
19 00000183	PLBG	605 BELLVIEW AVE	EXPANSION TANK	\$367
19 00000184	PLBG	122 E CECIL ST	EXPANSION TANK	\$367
19 00000185	PLBG	124 E CECIL ST	EXPANSION TANK	\$367

Permit #	Type	Address	Description	Value
19 00000186	PLBG	535 W CECIL ST	EXPANSION TANK	\$367
19 00000187	PLBG	310 COURTFIELD AVE	EXPANSION TANK	\$367
19 00000188	PLBG	2920 FIRST ST	EXPANSION TANK	\$367
19 00000189	PLBG	129 & 129B E GERMAIN ST	EXPANSION TANK	\$367
19 00000190	PLBG	2945 GRACE ST	EXPANSION TANK	\$367
19 00000191	PLBG	315 HANDLEY AVE	EXPANSION TANK	\$367
19 00000192	PLBG	1704 HANDLEY AVE	EXPANSION TANK	\$367
19 00000193	PLBG	320 S KENT ST	EXPANSION TANK	\$367
19 00000194	PLBG	13 E LEICESTER ST	EXPANSION TANK	\$367
19 00000195	PLBG	1524 MOFFETT DR	EXPANSION TANK	\$367
19 00000196	PLBG	804 NATIONAL AVE	EXPANSION TANK	\$367
19 00000197	PLBG	2921 PAPERMILL RD	EXPANSION TANK	\$367
19 00000198	PLBG	3033 PAPERMILL RD	EXPANSION TANK	\$367
19 00000199	PLBG	2901 SECOND ST	EXPANSION TANK	\$367
19 00000200	PLBG	316 SHERIDAN AVE	EXPANSION TANK	\$367
19 00000201	PLBG	138 N WASHINGTON ST	EXPANSION TANK	\$367
19 00000202	PLBG	715 S WASHINGTON ST	EXPANSION TANK	\$367
19 00000170	PLBG	170 HAWTHORNE DR	REPLACE GAS WATER HEATER	\$450
18 00001606	SIGN	3107 VALLEY AVE	BUILDING MOUNTED SIGN	\$4,000
18 00001618	MECH	333 W CORK ST	RELOCATION OF DUCTWORK	\$10,008
19 00000028	BLDG	333 W CORK ST	ASBESTOS ABATEMENT	\$16,000
19 00000038	MECH	100 N LOUDOUN ST	HVAC SYSTEM/RETURN	\$1,200
19 00000038	NRRM	100 N LOUDOUN ST	TENTOUT FITOUT ON 1ST FLOOR	\$20,000
19 00000038	PLBG	100 N LOUDOUN ST	NEW FIXTURES	\$2,800
19 00000178	OCCU	420 S203 W JUBAL EARLY DR	COUNSELING SERVICE	\$0
19 00000204	NGAS	512 OLD FORT RD	REPLACE WATER HEATER	\$0
18 00000981	ELEC	1700 S LOUDOUN ST	REMODEL	\$5,000
19 00000204	PLBG	512 OLD FORT RD	REPLACE WATER HEATER	\$867
18 00000650	MECH	2350 S PLEASANT VALLEY RD	NEW HEAT PUMPS	\$31,000

Permit #	Type	Address	Description	Value
18 00001021	ELEC	526 FREMONT ST	NEW DWLG	\$1,000
18 00001034	ELEC	141 OMPS DR	NEW DWELLING	\$7,000
18 00001506	ELEC	321 HIGHLAND AVE	NEW DWLG	\$3,000
18 00001693	ELEC	315 1/2 GRAY AVE	REMODEL	\$4,000
18 00001794	NRRM	655 E JUBAL EARLY DR	TENANT FIT OUT	\$50,000
18 00001797	ELEC	617 VAN FOSSEN ST	REMODEL	\$200
18 00001850	ELEC	30 S CAMERON ST	SOLAR ARRAY	\$0
19 00000208	PLBG	708 S LOUDOUN ST	EXPANSION TANKS-APTS 1, 3, 4	\$367
19 10000025	PSDM	48 S LOUDOUN ST	DISP. OF MERCHANDISE	\$25
19 10000025	PSPS	48 S LOUDOUN ST	PORTABLE SIGN	\$10
Total: 59				\$174,415

Public Services

- City Hall renovations: Work continues on the final finish work in the Innovation and Information Services offices on the 4th floor. The new carpet will be installed soon.
- The contract documents for the project to replace the 3 million gallon Strothers Lane water storage tank (behind National Fruit) were provided to Purchasing for final review and advertisement. Bids will be due on March 19.
- Received detailed cost proposals for the design/build of the new Parks maintenance facility. Interviews of the teams that submitted proposals will be held next week.
- Met with the Fire Department to discuss the schedule and details for developing an invitation to bid for the construction of the new burn building that will be used for training.
- Attended the regular meeting of the Frederick-Winchester Service Authority board. Councilor John Willingham was elected as chairman of the board, replacing John Schroth who served as chairman for several years.
- Attended the regular meeting of the Winchester Parking Authority.

Division	Activity	Past Week	2018 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	0	1	#
	Mowing	0	0	Acres
	Miles of streets swept	0	6	Miles
	Tons of leaves hauled	0	29.55	Tons
Trees	Dead/diseased trees removed	0	2	#
	Trees trimmed	0	61	#
	Stumps removed	1	7	#
Traffic	Street signs Installed/replaced	0	52	#
	Pavement markings repainted (City)	0	0	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	109.78	375.36	Tons
	Recycling collected	26.62	111.85	Tons
	Large item pickups	1	8	#
Transit	Total passengers	2,028	6,772	#
	Revenue miles pick up/drop off	3,631	10,606	Miles
	Revenue hours pick up/drop off	331.05	979.39	Hours
Utility billing	Payments processed	1,107	4,581	#
	New bills mailed out	0	3,358	#
	Water services turned off (non-payment)	34	34	#
Water treatment plant	Average daily water demand	5.92	5.87	Million gallons/day
	Peak daily water demand	5.92	6.18	Million gallons/day
Wastewater treatment plant	Average daily flow treated	8.36	9.36	Million gallons/day
	Peak daily flow treated	10.49	12.23	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	0	#
	Water meters read	500	5,031	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	6,285	11,115	Linear feet
	After-hours call outs	3	7	#

Division	Activity	Past Week	2018 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	0	5	#
	Floodplain permits issued	3	7	#
	Utility as-builts reviewed	0	1	#
	Right-of-way permits issued	7	11	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	1	3	#
	Erosion and sediment control inspections	52	156	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	16	61	#
	Special events assistance	0	1	#
	Maintenance of pedestrian mall	31	104	Staff hours
Equipment maintenance	Total repairs completed	58	227	#
Winchester Parking Authority	Work requests completed	-	17	#
	Special events - assistance provided	-	2	#
	Vandalism or property damage issues	-	0	#
	New monthly rentals	2	12	#
	Monthly rental cancellations	5	5	#
	Hourly parkers (all four garages)	2,496	6,079	#
	Park-Mobile transactions	576	1,386	#

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	750
Water service lines replaced (number)	0	1
Water meters replaced (number)	0	566
Sanitary sewer mains replaced/lined (linear feet)	0	0
Sanitary sewer laterals replaced (number)	0	2
Sanitary manholes replaced (number)	0	3
Sidewalks replaced (linear feet)	20	4,863

Social Services

- Received 94 Benefit Program applications: 27 SNAP, 61 Medicaid, 2 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief, 2 Energy Assistance Program
- Provided case management to:
 - 3,237 Medicaid cases
 - 1,617 SNAP cases
 - 74 TANF cases
 - 15 Auxiliary Grant cases
 - 38 individuals receive VIEW services
 - 47 families/98 children receive Child Care Subsidy Assistance (44 families/73 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	274/170
Child Protective Service referrals	12
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	63
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	62
Benefit program fraud & overpayment referrals/investigations	0/7
CPS family assessments & investigations of alleged maltreatment	125
Family Service intakes	18
Adult Protective Service referrals	1
Adult services case management load	11
Adult guardianships/cases	2/64
Adult Protective Service investigations/intakes	14/2
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	2

Support Services

Innovation and Information Services (IIS)

- Corrected issues found in testing by departments for Personal Property Semi-Annual billing.
- Performed Disaster Recovery testing for City and school staff to test access of their software applications at an alternate location.
- Held Senior Network Engineer interviews.
- Participated in conference call with vendor to discuss Click2Gov migration to cloud.
- Obtained quotes for contract network engineering services.
- Procured database administrator services for redesign of SQL applications and servers.
- Worked on City cell phone switch to new carrier - separated devices, created accounts and sub-categories. Worked with departments on schedule and transition. Worked on setting up Apple Business Manager.
- Applied maintenance renewal to backup system.

Parks & Recreation

- Accepted applications for Aquatics Specialist Position, Athletic Specialist, Lifeguard, Recreation Center Attendant and Child Care Assistant.
- Hosted PB&J Club and Frosty Friday Movie Night showing Disney's *Frozen*.
- Attended internal HOG Rally planning meeting.
- Hosted Black and Blue Invitational Swim Meet.

Communications

- Distributed the January 23 CitE-News issue.
- Handled 9 media requests for City information and staff interviews and 11 media requests for WPD.
- Handled or began processing 4 FOIA requests.
- Finished the new edition of RE:Source (Public Services newsletter) that will be sent in upcoming utility bills.
- Scripted, recorded, edited, and released the second *Rouss Review* podcast - [listen](#).
- Filmed the first episode of the Police Department's new web series, *Behind the Blue*. This series will show the human side of WPD officers and what they do in their spare time.
- Continued hosting INSIGHT Academy. This week's presentation was Winchester Police Department.
- Drafted the Social Services FY18 Annual Report document.
- Continued working on the City's new website and integrating the WPD site into the City's website.
- Met with I&IS to discuss internal website redesign.
- Attended the interval planning meeting for the June HOG Rally.
- Continued working on 275th anniversary coloring book.
- Launched Google Translate on City's website. Spanish translation available.
- Working with Public Works and GIS to create an interactive map for the live traffic cam feeds.

Date	News Releases
1/22	Winchester Police Department's K9 Jax to get donation of body armor - read
1/23	Old Town accepting grant applications - read
Date	Segments on WDVN
1/23	Accidental gunshot hits gas line in Winchester - watch
Date	Articles in <i>The Winchester Star</i>
1/19	Bomb threat empties Daniel Morgan campus
	Winchester police officer cleared in recent Tower Drive shooting
	Our Views: Short takes
	Burglary suspect held without bond in jail
	Spirits Trail hopes to entice visitors with T-shirt promotion
1/22	Letters: 'No' vote on hospital site could be win-win
1/23	County taking bids for Crossover extension
1/24	Council asks developer to refine center's plan
	Two roads projects backed for funding
	City Councilors forward condo project
	Accidental shooting triggers city gas leak
1/25	Our Views: Transportation
	Winchester authority aims to strengthen its parking enforcement policies